



APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date	1. Agency Address Dept. of Natural Resources Environmental Protection Division Water Supply Program 270 Washington Street Atlanta, Georgia 30334	Application Number	84-22
Application Number		Date Received FEB 9 1984	Date Completed OCT 03 1984

2. Person to Contact: John B. Fernstrom
Working Title: Program Manager II
Telephone Number: 656-5660

3. Action Requested

- a. ☒ Establish Retention Schedule; record will continue to accumulate.
b. ☐ Dispose of present accumulation; no further accumulation anticipated.
c. ☐ Amend Application No. _____ Check One: ☐ Change; ☐ Supersede; ☐ Void

4. Dates of Series	5. Records Series Title (followed by title used in office; if different)
Earliest: 1978 Latest: Current	Public Notifications of Water Supplier Microbiological Violations

6. Division and Office Function: What is the function of the Division and the Office in which this record series is created?

Item 11.
The Georgia Safe Drinking Water Act of 1977 and the rules Chapter 391-3-5, require that the Division retain copies of the suppliers of water's certification of public notification to the public whenever the supplier is in violation of a maximum contaminant level or failure to monitor.

Item 6. See previous schedules.

3 yrs back
retain chemical
& rad in
system file

7. Record Series Description: This file contains the following documents (include form numbers and titles, if any):
receiving and maintaining certifications from suppliers of water that they have complied with regulations requiring them to notify the public when water systems fail to comply with applicable contaminant levels, when a variance or exception to applicable contaminant levels has been issued to them, or when the supplier has failed to perform required monitoring.
Included are: Letter of notice of violation, Certification by supplier of public notification, and Copy of public notification.

File is arranged: Alphabetically by County and alphabetically by public water system.

8. Monthly Reference Rate: How often are records referred to which are:
One to six months old Monthly; Seven to twelve months old Monthly; Thirteen to twenty-four months old Rarely; twenty-five months and older No?

9. Annual Rate of Accumulation of Records
Letter-size drawers 4; Legal-size drawers _____; Shelves _____; Other (specify) _____

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

- | | | | |
|--------------------------|--------------|-----------------------------------|-------------------|
| a. State Law | _____ years. | d. Audit period | _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need | <u>Two</u> years. |
| c. Federal law | _____ years. | f. Federal retention instructions | <u>3</u> years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

Administrative need is to review public notification file as evidence of compliance in non-compliance of the supplier of water should an enforcement action be required. (See Item #6)

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☒ Calendar Year; ☐ Fiscal Year; ☐ Other _____ then,

- ☒ Hold in the current files area _____ month(s) 3 year(s); then
- ☐ Transfer to local holding area, hold _____ year(s); then
- ☐ Transfer to State Records Center; hold _____ year(s); then
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date												
<i>Carl K. [Signature]</i>	3/1/84	<i>P. [Signature]</i>	2-8-84												
<p>Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)</p> <table border="1"> <thead> <tr> <th colspan="2">State Records Committee (Signature)</th> <th>Date</th> </tr> </thead> <tbody> <tr> <td>State Auditor/Designee</td> <td><i>[Signature]</i></td> <td>5-3-84</td> </tr> <tr> <td>Secretary of State/Designee</td> <td><i>Edward Weldon</i></td> <td>4/30/84</td> </tr> <tr> <td>Attorney General/Designee</td> <td><i>[Signature]</i></td> <td>4/2/84</td> </tr> </tbody> </table>				State Records Committee (Signature)		Date	State Auditor/Designee	<i>[Signature]</i>	5-3-84	Secretary of State/Designee	<i>Edward Weldon</i>	4/30/84	Attorney General/Designee	<i>[Signature]</i>	4/2/84
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